

IV.

- A. Developing logistics plans, programs, and policies.
- B. Preparing logistics annexes to security plans, programs, and projects.
- C. Providing and disposing of supplies and equipment.
- D. Serving as Accountable Officer for OS property located in Headquarters and Key Buildings; preparing and maintaining resultant property records and documentation.
- E. Maintaining Table of Vehicular Allowance.
- F. Providing vehicular support

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- G. [REDACTED]
- H. Arranging for shipment of supplies/equipment [REDACTED]
- I. Arranging for building and equipment maintenance.
- J. Monitoring office space utilization and planning building moves.
- K. Preparing reproduction requests and maintaining usage records for Agency blank forms peculiar to OS.
- L. Preparing and maintaining miscellaneous service requests.

25X1A

successful completion of the training.

- F. External Training Administration - Processes ^(IN) approximately 60 requests for external training per year.
- G. Surveys, Reports and Special Projects - Periodically furnishes ^(IN) various Agency Management Group with reports on course objectives, number of students, type of instruction, subject matter covered, approximate cost of course, etc.
- H. Security Reindoctrination Program - Periodically prepares ^(IN) and presents ^(IN) an Agency-wide Security Reindoctrination Program. Presentations projected to commence in early 1975 will entail approximately sixty lectures.

IV. The Logistics Branch, under the direction of the Chief, A&TD, Office of Security is composed of a Logistics Officer and a Logistics Assistant. Its function is to provide logistical support to the Office. This logistical support encompasses the following activities:

- A. Developing logistics plans, programs and policies.
- B. Preparing Logistics Annex's to security plans, programs and projects.
- C. Providing supplies, equipment, printing and reproduction support, and miscellaneous services.
- D. Serving as Accountable Officer for ~~all OS property~~ ^{Prop Bldg}
- E. Administering stock accounting system for Accountable ^{Prop Bldg} Maintains Property Records

- F. Maintain Table of Vehicular Allowance.
- G. Provide vehicular support
- H. Supplying overall management of Office safe houses.
- I. Arranging for shipment of Security supplies and equipment.
- J. Maintaining and scheduling OS Conference Room.
and equipment
- (K) Preparation of requests for Building Maintenance.
- L. Handling space and moving problems.
- M. Obtains or issues Agency Driver's Licenses,
DC Official Parking Permits, Permanent Property
Passes, etc.
- N. Accepts and processes calls for trouble service
on equipment, utility malfunctions and cleaning
services.

IDENTIFICATION OF ACTIVITY
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
component responsible
for developing logistics
plans, programs, and policies

ACTIVITY CODE: IV A K, E, G, 1

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?


Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

OS AREA WIDE

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8

The component responsible
for preparing logistics annexes to security plans, programs, and projects

ACTIVITY CODE: H, E, (d), 2

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? [REDACTED]

25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No
If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No
If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No
If so, what?

IDENTIFICATION OF ACTIVITY
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
The Office of Security is the component responsible
for security activities such as providing and
disposing of supplies and equipment

ACTIVITY CODE: H, E, (d), 3

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?
[REDACTED]

25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

All OS components

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
The Office of Security Management responsible for Xxxxxx Accountable Property serving as Accountable officer for OS property located in Headquarters and Key Buildings; preparing and maintaining resultant property records and documentation.

ACTIVITY CODE: IV D
~~XXXXXXXXXXXXXXXX~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? ~~7-5-73~~

[REDACTED] 25X1A

Is (are) the reference(s) still in force? Yes No _____
Who is (are) the beneficiary(ies) of this activity?

OL and OF

Do you feel the activity is still necessary? Yes No _____
Do(es) the beneficiary(ies) feel it is still necessary? Yes No _____
Can the activity be done more efficiently or less costly? Yes _____ No
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes _____ No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes _____ No If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes _____ No If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes _____ No
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes _____ No If so, what?

IDENTIFICATION OF ACTIVITY

Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
agent responsible
for maintaining Table of Vehicular Allowance.

IV E

ACTIVITY CODE: U. E. (d), 5

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:DATE:

What is (are) our reference(s) for this activity? Date(s)? 8/7/64

[REDACTED]
25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

ALL OS COMPONENTS

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8 for providing vehicular support.

ACTIVITY CODE: IV F
~~XXXXXXXXXXXXXX~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?


25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

ALL OS components

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY:
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8

25X1A

IV G

ACTIVITY CODE: ~~II E (d), 7~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/10/73

25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

OS COMPONENTS

25X1A

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

UNKNOWN

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Possibly

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
Office of Security component responsible
for [REDACTED]
[REDACTED]
[REDACTED]
arranging for shipment of supplies/equipment to
[REDACTED] offices

25X1A

ACTIVITY CODE: [REDACTED] COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

[REDACTED]
25X1A

Is (are) the reference(s) still in force? Yes No _____
Who is (are) the beneficiary(ies) of this activity?
[REDACTED]

25X1A

Do you feel the activity is still necessary? Yes No _____
Do(es) the beneficiary(ies) feel it is still necessary? Yes No _____
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes _____ No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes _____ No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes _____ No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes _____ No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes _____ No If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
for ~~XXXXXXXXXXXXXX~~ arranging for building
~~Security Conference Room~~
and equipment maintenance.

IV I
ACTIVITY CODE: ~~XXXXXXXXXXXXXX~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?
[REDACTED]

25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

All OS Components

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
for XXXXXXXXX monitoring XXXXXXXXX security
XXXXXX requests for building maintenance XXX monitoring
office space utilization and planning building moves

ACTIVITY CODE: IV J

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/16/73

25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

All OS Components and OL

Do you feel the activity is still necessary? Yes No

Do(es) the beneficiary(ies) feel it is still necessary? Yes No

Can the activity be done more efficiently or less costly? Yes No

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes No ✓
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes No ✓
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes No If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
for preparing reproduction requests and
maintaining usage records for Agency blank forms
peculiar to OS.

ACTIVITY CODE: IV K
XXXXXXXXXXXXXX

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/10/73

 25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ✓ No
Do(es) the beneficiary(ies) feel it is still necessary? Yes ✓ No
Can the activity be done more efficiently or less costly? Yes No ✓
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No ✓
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No ✓ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No ✓ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No ✓
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No ✓ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component ~~XXXXXX~~
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8
~~XXXXXX~~ responsible for preparing and maintaining
miscellaneous service requests

(which is intended to cover such functions as: issuance of Agency telephone books,
scheduling of conference room, preparation and follow-up on DDI library requisitions,
and Headquarters Building automobile parking records)

ACTIVITY CODE: ~~II, E, (d), 18~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION: *TIL*

DATE:

What is (are) our reference(s) for this activity? Date(s)?
[REDACTED] *SOP* 25X1A

Is (are) the reference(s) still in force? Yes No
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes No
Do(es) the beneficiary(ies) feel it is still necessary? Yes No
Can the activity be done more efficiently or less costly? Yes No
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No
If so, where and why?

Believe all functions mentioned above except the Agency telephone book
appropriately belong in Log Branch. Believe OS Registry should handle the
phone books as office of record for serially controlled classified documents. *see below
Can another component do the activity more efficiently? Less costly?
More properly? Yes No If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No If so, what?

*continued from above

As also indicated, I doubt Registry can handle more efficiently or less costly
but it seems to me, by definition, serially controlled documents should be handled
by Registry. I have not before observed Log handle distribution of phone books.
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OTHER OFFICES OR DIVISIONS.

UNCLASSIFIED

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 INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: 25X1A [REDACTED] Policy and Plans Group		EXTENSION	NO.	
		x5311	DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, Logistics Branch				Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency. The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these...activities. It is requested that Logistics Branch review the attachment and:
2.				a) Certify that there are no deletions/corrections/ additions to be made to the previous listing submitted by your office.
3.				b) Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing
4.				c) Use the attached format to evaluate each individual activity.
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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FORM 3-62

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USE PREVIOUS EDITIONS

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